



SAN FRANCISCO UNIFIED SCHOOL DISTRICT

Student Nutrition Services
841 Ellis St., San Francisco, CA 94109



ExCEL AFTER SCHOOL SNACK PROGRAM APPLICATION

DATE: _____

NAME OF SCHOOL: _____ PROGRAM NAME: _____

Type of after school care program: San Francisco Unified School District - ExCEL After School Program

Type of curricula: Academic, Enrichment and Recreation

Hours of after school care program: _____ # of students in after school care program _____

Start date for snacks: Monday, August 15, 2011 End date for snacks: May 25, 2012

Amount of snack wanted for Monday, August 15 to August 19, 2011: _____

Days of the week snacks will be needed: Monday through Friday (Any changes need to occur 2 weeks prior)

Site Coordinator: NAME: _____ PHONE: _____

SNACK PROCEDURES: FORMS NOT RECEIVED WILL RESULT IN SNACK SUSPENSION

- 1. MONTHLY: Attendance and Monthly Meal Count (MMC) Logs must be submitted by the 5th of each month, to: excelasp@yahoo.com cc: ouk@sfusd.edu
2. WEEKLY: Meal Production Worksheet (MPW) & ADJUSTMENTS must be submitted EVERY MONDAY at 12:00pm, to: excelasp@yahoo
3. DAILY: programs must take a count of each student taking a complete snack using the Number Sheet. Transfer the TOTAL # of snacks served from the NUMBER SHEET onto the MPW & MMC Forms. File the NUMBER SHEET at your school site for audit purposes for up to 3 years.
4. A SNACK MUST CONSIST OF TWO DIFFERENT FOOD ITEMS. NO EXCEPTIONS. Students must take ONE - 1 oz. CRACKER + ONE - 6oz. JUICE to count as a reimbursable snack.
5. Sites requesting snacks need to submit proper documentation: Student rosters w/ HO#. Once approved, After School Snack Service will begin within 10 working days after all documentation has been received.

SITES FOUND OUT OF COMPLIANCE WILL BE TERMINATED

The outside school hours snack program is funded by USDA. Site monitoring and audits of all records are Mandates for this program. All deadlines MUST be met to be in compliance.

School Site Administrator/Supervisor: _____ Date: _____

After School Program Coordinator: _____ Date: _____

SAN FRANCISCO UNIFIED SCHOOL DISTRICT
STUDENT NUTRITION SERVICES

AFTER SCHOOL SNACK PROGRAM SITE COORDINATOR
SNACK TRAINING
SUMMARY OF RESPONSIBILITY

1. It is the responsibility of the Site Coordinator to complete and maintain daily attendance records. It is important that the number of snacks served is supported by the day's attendance.
 2. Attendance records must be maintained for 3 years plus current year.
 3. Attendance records must be available for review by State auditors upon request.
 4. Monitoring – 2 times a year. First visit must be within the first 30 days of operation.
 5. After School Snack Menu Production Worksheets (MPW) will be provided. Sections to be completed:
 - a. Number of Snacks served
 - b. Number of Students in Attendance
 - c. Amount on Hand
 - d. Amount Served
 - e. Account of Leftover indicating if food will be discarded or reused
 - f. Name of your school listed on form
 6. Meal Production Worksheet (MPW) & ADJUSTMENTS must be submitted EVERY MONDAY at 12:00pm,
 - to: excelasp@yahoo.com
 7. Attendance and Monthly Meal Count (MMC) Logs must be submitted by the 5th of each month,
 - to: excelasp@yahoo.com
 - cc: ouk@sfusd.edu
- Note:** Attendance counts must match attendance count listed on Monthly Meal Count & MPW Forms.
8. The Number Sheet should be completed daily and filed at your school site for audit purposes.
 9. Students must take two components to count as a reimbursable snack.

I have reviewed the Summary of Responsibilities. I understand that in order for my site's After School Program to be provided with snacks, I must comply with the policies, procedures, and regulations. Furthermore, I understand that non-compliance can result in the termination of the Snack Program.

Name: _____ Date: _____

Signature: _____ Site: _____